

**Short Title: Continuing Education Requirements for Renewal of 4-Year License**

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**Description of Practice/Procedure:**

1. An agent or broker (licensee) who has a four-year license must receive 24 hours of continuing education credit (CE) in the first 24 months of the license period and 24 hours of CE in the second 24 months of the license period in order to be eligible for renewal. Each 24 hours of CE must fulfill the requirements established by rule.
2. Prior to the end of each 24-month period, licensees shall provide the following information to the Department:
  - a. The course name
  - b. The course number
  - c. The date the course was completed
3. Licensees shall utilize the Department's online license system to provide this information.
4. As a courtesy, if a licensee has not reported this information, the Department will send a 90-, 60-, and 30-day email notice to the licensee prior to the expiration of the first 24-month period and prior to the license expiration date. If the licensee has an employing broker, the employing broker will also receive the 90-, 60-, and 30-day email notice. If the licensee and/or employing broker do not have an email address in their online licensee ADRE account, the licensee and/or employing broker will not receive these courtesy notices
5. If a licensee does not comply with and report the CE information via the online license system to the Department by the end of the first 24 months, the licensee (and the employing broker, if applicable) will receive notice that CE requirements are not met by the licensee and evidence of completion must be submitted as prescribed by the commissioner. A licensee is not eligible to renew if the licensee is not compliant with continuing education requirements. In addition, the Department may take disciplinary action against licensees for non-compliance with the continuing education requirements.
6. The Department will consider that an employing broker has provided reasonable supervision of a licensee who is not in compliance with the CE requirement if either of the following occur within 30 days after the licensee is out of compliance:
  - a. The licensee attends the required CE and submits the required evidence of CE to the Department as prescribed by the commissioner; or
  - b. The employing broker severs the licensee and reports the action to the Department.

**Authority:** A.R.S. §32-2130(A), A.R.S. §32-2153, A.R.S. §32-2160.01(A), R4-28-402

**Policy Program:** Licensing/Regulation

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